



**Tennessee Army National Guard
DUAL STATUS
TECHNICIAN VACANCY
Announcement Number
07-210**



Office of the Adjutant General of Tennessee
Human Resources Office (HRO)-Staffing
Houston Barracks, 3041 Sidco Drive
Nashville, TN 37204-1502

**OPENING DATE: 27 JULY 2007
CLOSING DATE: 10 AUG 2007
CLEARANCE: NACLC**

LOCATION

CSMS - Middle

CITY

Smyrna

STATE

TN

POSITION TITLE

Tool and Parts Attendant

PAY PLAN

WG

SERIES

6904

GRADE

06

PD NUMBER(S)

70673-71749

APPOINTMENT TYPE

Enlisted

SALARY RANGE (\$)

\$16.29-\$19.02

MILITARY COMPATIBILITY

63, 92A, 92Y, 92Z

Maximum Grade: E7/SFC

AREAS OF CONSIDERATION

FIRST: Permanently employed Army technicians statewide.

SECOND: Qualified members of the Tennessee Army National Guard.

THIRD: Applicants eligible for membership in the TN Army National Guard.

PERMANENT CHANGE OF STATION: NOT AUTHORIZED

INTRODUCTION, DUTIES, AND RESPONSIBILITIES

INTRODUCTION: This position is located in a National Guard Surface Maintenance Facility, and is the second or subsequent position in such a facility without responsibility for overall operation of the facility or may be working under the direction of a foreman or other position designated in charge of the facility. Its purpose is to receive, store, and issue parts, tools equipment, material, or supplies, and maintain stock records in accordance with accepted stockroom methods, techniques, and procedures.

DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: (1) Identifies user's tools, parts, equipment, and requirements and requisitions stock as needed. (2) Prepares periodic inventory and determines the basis for over, short, or misplaced items by checking such references as out-for-repair, issue, and turn-in records maintained in the tools and parts room. (3) Ensures that tools and equipment are maintained in good condition by performing visual and operating checks, taking measurements with such devices as calipers, and receiving reports from users on the nature and extent of damage to tools and equipment. (4) Determines stock replenishment levels for centrally controlled supplies and other material within funding limitations. (5) Receives a wide variety of supplies and specialized items requiring special handling. (6) Searches for identifying or management data on items of supply. (7) Edits supply transactions, or provides customer service for urgent critical shortage items and other items requiring special handling when established procedures are not applicable. (8) May assist a journey Automotive Mechanic and/or a journey level Heavy Mobile Equipment Mechanic by performing the simpler and more routine helper type duties. (9) Performs other duties as assigned.

REQUIRED SPECIALIZED EXPERIENCE

Must have 18 months experience education or training in verifying stock by opening, counting and visually checking the contents of the containers. Experience in setting up and shifting storage location in consideration of space available, turnover, and convenience of handling items. Experience in completing stock records by showing the names quantities and location of stock. Experience in identifying correct items for intended use, recommending possible substitutes by using references such as manufacturers' specification, stock catalogs, manuals and bulletins. Experience in performing maintenance such as replacing wooden handles on handsaws, changing blades on power saws, and greasing or oiling power and hand tools. Experience in performing visual or operating checks, making measurements with such devices as calipers, and receiving reports from users on the nature and extent of damage to tools and equipment.

Meeting the months of experience requirement will not by itself be accepted as proof of qualification. Quality, type, and scope of experience or education must be demonstrated to show that applicant is fully qualified to perform duties at the grade level announced.

SUPPLEMENTAL INFORMATION: KSA's (Knowledge, Skill, & Ability) Address the following factors in detail, giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating and is additional information and not used for qualifying applicants. Resume must reflect applicable experience.

1. Knowledge of standard requisition procedures used to research, identify and obtain proper tools and parts.
2. Knowledge of standard inventory procedures used to determine over, short, or misplaced items.
3. Ability to determine stock replenishment levels.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE

NONE

REQUIRED CERTIFICATION

Certificate of training/diploma must be submitted if substituting training for experience.

SELECTIVE SERVICE STATEMENT

Males born after 31 December 1959 must be registered with the selective service system to be employed by the federal government.

DEFINITION OF "DUAL STATUS" VERSUS "NON-DUAL STATUS"

If marked "dual status", this position is in the excepted federal civil service under the authority of 32 U.S.C. 709 and is open to members of the Tennessee National Guard and persons who are eligible to become members of the Tennessee National Guard. This type of position is sometimes referred to as "excepted" and "military technician." Wear of the uniform after employment is mandatory.

If marked "non-dual status", this position is open to any person who meets the requirements for membership in the federal civil service. This type of position is also referred to as "competitive."

HOW TO APPLY

Persons meeting the requirements or qualifications for this position must submit a complete application packet to the address listed in the "MAIL TO:" section of this announcement. The application packet must arrive in HRO no later than the close of business on the closing date indicated on this announcement.

Application packet may also be emailed to FulltimeEmployment@tn.ngb.army.mil

THE APPLICATION PACKET

Complete, assemble, sign and send the following:

- (1) A resume with the information requested on TNNG HRO Pamphlet 58, or a SF 171, or an OF 612.
 - (2) Military Qualification Information (ML 0183), DA Form 2-1, RIP or any other documentation that verifies military experience and education.
 - (3) **All applicants must complete form TN ASE 02 or on separate sheet of paper**, address the items listed in the SUPPLEMENTAL INFORMATION sub-section in order to compete for rating and ranking of qualified applicants.
 - (4) Applicable Certificates requested in the Certification Requirements section of this vacancy announcement.
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APPLICATION EVALUATION

Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words, and signed to verify accuracy.) Experience will be evaluated based upon relevance to the position for which the application is made. [Including job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her]. If requesting qualifying credit for military experience, list experience, in detail, in narrative form on the resume.

MAIL TO:

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Houston Barracks, 3041 Sidco Drive
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POINTS OF CONTACT:

Lt Col Ken Jones:	(615) 313-3031 or DSN 683-3031
1Sgt Jamie Clark:	(615) 313-3037 or DSN 683-3037
SMSgt Mary MacDonald	(615) 313-0647 or DSN 683-0647

EQUAL OPPORTUNITY STATEMENT

The Tennessee National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be assessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, age, gender, national origin, reprisal, or non-disqualifying handicap. Discrimination due to age or disability are prohibited where not a factor of employment due to the military nature of the position. 29 CFR PART 1614. Discrimination due to gender is

prohibited except as the direct combat probability coding policy applies to women.